

Chief, FBID

6 July 1953

Administrative Officer, FBID

Notes for July Letter of Instruction

1. While the following leave information is the result of recent Congressional action as gleaned from local newspapers, it has not yet been issued as official information. The changes that have taken place in annual leave accumulation are:

a. Employees in the U.S. may accumulate up to 30 days of annual leave.

b. Employees in overseas areas may accumulate up to 45 days of annual leave.

c. Employees who had greater balances in either category at the beginning of calendar year 1953 may carry that balance into calendar year 1954. However, any balance in excess of 30 or 45 days respectively must be reduced to the maximum authorized "within a reasonable time" (undetermined yet but will be at least two years).

d. Employees who resign after 31 August 1953 will be paid only for maximum 30 days annual leave as a lump sum payment.

e. Sick leave accumulation remains unaffected by the recent enactments.

2. Bureau Chiefs are requested to include in recommendations for promotion the following:

a. That a T/O vacancy in grade exists;

b. Length of time in present grade;

c. Other relevant information concerning individual's qualification for the higher grade.

3. Although common carriers will honor either document for transportation of household effects and similarly the Government will issue payment, Transportation Requests should be issued only for travel purposes and Government Bills of Lading should be issued for the transportation of household effects.

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